King County	Department of Adult and Juvenile Detention Adult Divisions General Policy Manual	
	Chapter 4 **Security & Control**	
4.04.002 **Hospital Guarding**	Approved By:	Director John Diaz
	Effective Date:	June 09, 2021
	Reviewed By:	PRC
	Review Date:	May 13, 2021
Distribution:	Document Code No.	

Purpose
To describe the procedures department staff shall follow while guarding inmates at the hospital.

Policy
It is the policy of the department to maintain safety and security for the transporting officer, medical staff, inmate, and the community when transporting or guarding inmates for treatment at an outside medical facility.

References:

RCW:	9A.16.020
Department Policies:	4.01.002, Searches and Contraband Control
	4.02.005, Search of Inmates
	4.03.017, Restraint of Pregnant Inmates
Department Form:	Hospital Log Sheet (F-614)

Definitions:

A. General Guidelines

1. Inmates shall be transported by and remain under constant supervision of C2 department staff when receiving treatment at an outside medical facility.
2. One officer shall transport C2 [redacted] to a medical facility, unless otherwise authorized by a sergeant or above.
3. Inmates, their families, or friends shall not be notified of a medical appointment prior to departure from the facilities.
4. Inmates being held only on investigation charges shall be the responsibility of the arresting agency when admitted to any outside medical facility. The department may conduct the initial emergency transport, and then notify the arresting agency upon admission.
5. All inmates going to the hospital shall be registered, by the hospital, C2 [redacted], to ensure the security of the inmate and staff.

B. Procedure

1. Jail Health Services (JHS) staff:

a. Make inmate medical appointments.
b. Notify the court detail scheduling/calendar officer the day prior to a scheduled appointment.
c. Contact the duty sergeant/shift commander for any emergency transports.
d. Contact outside medical facilities to relay medical information about inmates when prudent.
e. Inform outside facilities not to discuss the pending transfers with anyone.

2. The transporting officer(s) shall:
   a. Obtain inmate information (charge(s), booking photo, relevant medical information, classification history, etc.).
   b. Obtain the necessary transport paperwork from JHS.
   c. Search and inspect the transport vehicle (if a department vehicle) for any maintenance/operational problems and contraband.
   d. Escort the inmate to Intake, Transfer and Release (ITR) for transport.
   e. When possible, C2 [redacted] prior to leaving the facility following department policies 4.01.002, Searches and Contraband Control; 4.02.005, Search of Inmates.
   f. Ensure C2 [redacted] during the transport.
   g. When possible place the inmate in C2 [redacted] following department policy 4.03.009, Restraints.

      C2 [redacted]

   h. Proceed to the transport vehicle with the inmate.
   i. Notify Central Control via radio of C2 [redacted].
   j. Notify Central Control via radios of C2 [redacted].
   k. Park the vehicle as close as reasonable to the entrance to the destination building.
   l. Visually check the inmate's restraints upon arrival.
   m. Proceed to the reception or waiting area and register the inmate, as necessary.
   n. Do not remove the inmate's restraints, unless:

      C2 [redacted]

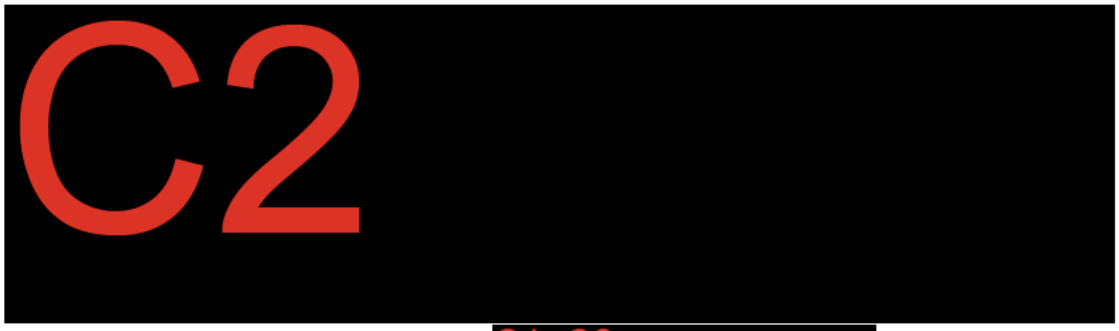
   o. Remain with the inmate at all times, unless otherwise authorized by the shift commander.
   p. Maintain radio contact with Central Control at all times.
   q. If the inmate is admitted to the hospital, contact Central Control and the ITR sergeant, C2 [redacted], and begin a duty station log.
   r. Prior to leaving the medical facility, conduct C2 [redacted] following policy 4.02.005, Search of Inmates.
   s. All inmates returning from any outside medical appointment or emergency room transport shall be screened by an ITR nurse prior to returning to assigned housing. All emergency transports to a hospital or outside medical facility shall be screened by the KCCF ITR nurse upon returning to the facility. Valley Medical Center emergency transports shall be screened by the MRJC ITR nurse. The on-duty nurse at MRJC

shall be paged to ITR after ITR business hours. Transport staff shall conduct a thorough search following department policies 4.01.002 Searches and Contraband Control and 4.02.005, Search of Inmates upon returning to the facility.

t. Notify a booking officer of an inmate who was admitted to a medical facility upon return, to ensure the appropriate computer status changes can be made.

3. The guarding officer shall:

c. Notify the hospital medical staff that restraints on the inmate shall be maintained.
d. Hospital restraints may be used, but applied by or to the satisfaction of the guarding officer as follows:



e. Check the inmate's restraints at least C1, C2 intervals.
f. When necessary, notify hospital security of the location and status of the inmate.
g. Maintain a Hospital Log Sheet (F-614), for each shift.
h. Conduct periodic radio checks with Central Control.
i. Notify Central Control if C2 for any reason.
j. Notify Central Control and the shift commander if C2
k. When being relieved of duty:
   1) Sign out on the Hospital Log Sheet (F-614).
   2) Provide pass-on information to the relieving officer.
   3) Whenever a new duty officer comes on shift, they must start a new log with their name and number.
l. Maintain a sufficient supply of Hospital Log Sheets (F-614).
   1) Notify the ITR sergeant or relief officer if additional log sheets are needed.